



**CITY OF LONG BEACH**  
**EMPLOYMENT OPPORTUNITY**  
Administrative Analyst I (Unclassified / Non-Career)  
Administration Bureau  
\$25.794 - \$35.056 per hour  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**POSITION:**

The City of Long Beach Department of Health and Human Services is recruiting for one non-career Administrative Analyst to serve as liaison to the newly created Veteran's Affairs Commission which will serve as an advisory board to the City Council concerning the well-being of military veterans residing in the City. This position will work primarily at the Main Health Department, 2525 Grand Avenue in Long Beach and will work an average of 20 hours per week. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.



**EXAMPLES OF DUTIES:**

- Provides administrative support to the Commission.
- Communicates with Commission members, other committees and agencies (local state and federal) on matters relating to veterans residing in the City.
- Conducts research to determine service gaps to local veterans and keeps informed on federal, state, and local regulations relating to veterans.
- Evaluates effectiveness of programs offered to veterans and makes recommendations on existing and new programs.
- Creates effective strategies for communicating and marketing to City veterans.
- Prepares informational materials for veterans and reports requested by the Commission.
- Assists in coordinating and scheduling of events, activities, and services for City veterans.
- Performs other duties as required.

**QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's Degree.
- Experience in veteran affairs preferred and/or other social and community support systems.
- A valid California motor vehicle operator's license is required.
- Experience with research, program planning, interacting with community groups, and social media (desired).

**SUCCESSFUL CANDIDATE WILL DEMONSTRATE:**

- Passion for Veteran's issues.
- Active listening, supportive team building and strong interpersonal and communication (oral and written) skills.
- Ability to work independently.
- Strong organizational skills and the ability to manage multiple tasks and assignments.
- An engaging, collaborative, and facilitative nature.
- Proficiency with Microsoft Word, Excel, Outlook, and the Internet.

**APPLICATION PROCESS:**

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, May 20, 2016. To be considered, please email a letter of interest and resume to the email address below. Please include "**Req. HE16-049 AAI-NC Veteran's Affairs Commission**" in the email subject line.

**LBDHHS-JobApplications@longbeach.gov**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

**(Req. HE16-049)**

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*